

JOB OPPORTUNITY

Job Opportunity Bulletin: 04-021
Final Filing Date: August 16, 2004 or Until Filled

Position:

Associate Governmental Program
Analyst

Salary:

\$4111-\$4997

Location:

Office of Statewide Health Planning and Development
Patient Data Section
818 K Street, Room 100
Sacramento, California 95814

General Statement:

The Office of Statewide Health Planning and Development (OSHPD) is recruiting for a permanent Associate Governmental Program Analyst in the Analytical Review Unit of the Patient Data Section. This Unit is responsible for analysis and correction of health facility reports, including approximately 4 million patients discharged annually by California hospitals as well as the collection of Emergency Department and Ambulatory Surgery encounters commencing in late 2004.

Duties:

- ❖ As Lead Analyst, assign files constituting an appropriate workload for eleven production analysts (including self); monitor analyst workload and status of submissions; provide ongoing updates to management; assist analysts with more difficult health facility reporting issues; provide production and various other reports to management; and train new production analysts.
- ❖ Review and analyze health facility reports as transmitted online via the Medical Information Reporting for California (MIRCal) system for compliance with OSHPD's reporting requirements, internal data consistency, and comparability of data reported to OSHPD by other sources.
- ❖ Provide liaison and technical assistance to health facility staff regarding reporting requirements, data quality and timeliness.
- ❖ Maintain a thorough understanding of the Hospital Discharge Abstract Data, Emergency Care Data and Ambulatory Surgery Data reports and a working familiarity with Diagnosis Related Groups, medical terminology and hospital licensure rules as they relate to the collection of patient level data.
- ❖ Assist vendors and the Information Services Section with the development, implementation and ongoing support of the MIRCal system. Develop alternatives and make recommendations in consultation with management as applicable regarding program policy decisions.

Desirable Qualifications:

- ❖ Strong written, oral and interpersonal communication skills
- ❖ Ability to provide leadership while managing a large workload in a production-oriented position
- ❖ General PC Skills
- ❖ Familiarity with hospital medical records
- ❖ Ability to handle multiple priorities and deadlines

Who May Apply:

Applications will be accepted from individuals currently in the class or who have list, transfer or reinstatement eligibility to the class. Appointment is subject to SROA policies. Only the most qualified individuals will be selected for an interview. Interviews are anticipated to be scheduled mid-September.

Interested parties should submit a State Examination and/or Employment Application, Std. 678 to:

OSHPD

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

1600 Ninth Street, Suite 450
Sacramento, CA 95814

— An Equal Opportunity Employer

Office of Statewide Health Planning and Development
Patient Data Section
Attention: Rob Fox
818 K Street, Room 100
Sacramento, CA 95814

For further information, contact Rob Fox at (916) 324-2710

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

